

**WSDOT/ACEC-WA Project Delivery Team
February 3, 2006
Olympia, Washington**

Attendees

ACEC-WA

Rick Door
Duncan Findlay
Mary Holland
Mike Mariano (absent)
Lisa Reid
John Villager
Karl Winterstein (absent)
Dave Mariano (for Mike Mariano)

WSDOT

Kirk Berg
Doyle Dilley
Mike Horton
Ron Landon
Keith Metcalf
Amir Rasaie
Ken Smith
Rick Smith
Adele McCormick, Recorder

Guest

Dick Stoddard, WSDOT/ACEC Structures Team
Bob Fernandes, WSDOT/ACEC Structures Team

Review and Finalize Meeting Agenda

Final for Recommendation #9 Co-Location Checklist

Rick Smith

Handout: Things to Discuss When Planning for WSDOT/Consultant Co-location

The team discussed additions and changes to the list of items to discuss when planning for co-location.

Implementation

Suggestions for disseminating these procedures:

- ACEC website
- WSDOT Lessons Learned database
- Managing Project Delivery (MPD)
- Next revision of the Consultant Services Manual – appendix
- Consultant Services website

This list will have more value on a website than in a manual because it is easier to update and revise as we get feedback. Figure out where to put it and who will keep it current. The document should reside in one location where it can be updated efficiently. Other websites can include links to it.

The list needs to have an introduction.

Site License Software and Training

We are working with Bentley regarding who can use the software and training. Bentley will come to the next ACEC/WSDOT Project Delivery Team meeting to discuss the issue with this group. Bentley has indicated that users need to have a WSDOT user ID.

Rick will add a bullet to the document to consider adding a user ID for the consultants.

The Bridge and Structures Office has had no problem getting their consultants included on their software site licenses.

The issue is the training, not so much using the license. The training is customized for WSDOT usage of the product – it's not just Bentley's regular training for the software.

Action Item: Rick Smith will revise and edit the Co-location Checklist because there are some duplicate items. He will also include the implementation ideas regarding dissemination.

If a consultant already has training in InRoads, do they also have to take the WSDOT oriented training?

Action Item: Rick Smith/Ken Smith – Recommendation #9, Co-Location Checklist, is complete. It needs to go to the team sponsors for approval.

Bridge and Structures Team Design Review Matrix

Dick Stoddard and Bob Fernandes

Handouts:

Process Change Recommendation Short Term Issue #4 – Expectations for Design

Reviews for Projects with Structures

Bridge and Structures Team Design Review Matrix

Dick Stoddard and Bob Fernandes discussed how and why the Bridge and Structures Design Review Matrix was developed and used.

All of the offices that have traditionally used 30%/60%/90% have discovered it is very confusing. Everyone has a different idea of what each of the percentages mean.

WSDOT doesn't use these percentages in-house – only when communicating with consultants.

These percentages are not defined in the Design or Plans Prep manuals. However they are used heavily in the consultant community to define deliverables.

The intent is to have the Deliverables Expectation Matrix dovetail with the project development expectations.

Action Item: Mary Holland will look into what processes other states are using for defining deliverables. Contact Keith Molenaar from the University of Colorado to see if any of their research studies cover this issue.

It is possible that some modification of the Bridge and Structures matrix will marry with the matrix this team is developing.

The team discussed conflicting expectations vs. comfort level for 30/60/90%.

The Bridge and Structures Team is ready to submit their matrix. They may include in their implementation plan that it coordinate with this team's efforts.

A suggestion was made to build the matrices in modules. This team should concentrate at a higher clip and then incorporate other efforts into the document. The schedules need to align with the overall project schedule.

Deliverables Expectation Matrix

Lisa Reid

Handouts:

Current Draft of Deliverables Expectation Matrix

A column has been added for final PS&E review. Comments have been incorporated into the matrix.

The team reviewed the Deliverables Expectation Matrix.

Action Item: Lisa Reid will revise the Deliverables Expectation Matrix based on the team discussion and further input from team members.

Next Meeting – March 3, 2006

Bellevue/Seattle area

The team will continue working on the matrix at the next meeting.

Action Item: Ken Smith will ask Jon Bauer to attend the next meeting to discuss the Bentley InRoads site license issue.